

**SOP 138-62HV**  
**HOUSEKEEPING/SAFETY ON CONSTRUCTION PROJECTS**  
**VA Hudson Valley Health Care System**  
**Issue Date: April 19, 2013**  
**Update: April 19, 2016**

1. **PURPOSE:** To establish policy for housekeeping/safety on construction projects.

2. **POLICY:** The VA Hudson Valley HCS has implemented mechanisms to ensure housekeeping and safety on construction projects according to defined regulations.

3. **RESPONSIBILITY:**

A. **The Chief, Engineering Service** is responsible for the implementation of this policy.

B. **On the construction site, the Project Engineer** is designated as the VA Construction Safety Officer, is responsible for:

- 1) Enforcing all safety of VA employees, visitors, patients, and the contractor's employees.
- 2) Consulting with the in-house Safety Specialist on complex matters.
- 3) Ensuring that immediate action is taken to correct all noted violations of safety and health regulations that are brought to the attention of the Contractor
- 4) Notifying the Contracting Officer with cited violation and referencing it to the appropriate OSHA Safety and Health Regulation for Construction, NFWA 241, or other applicable regulations, if corrective action is not taken promptly.
- 5) Assuring that Section 010000 General Requirements is included in every specification and adhered to.

C. **Contractor** is responsible for:

- 1) Maintaining a clean and safe environment of his construction project.
- 2) Following the procedures of this policy as enforced by the Project Engineer and the Safety Officer.

4. **PROCEDURES:**

- a. During all phases of construction or alternations of buildings, the level of life safety will not be diminished unless scheduled and approved by the VA Hudson Valley HCS.
- b. The Contractor will, at all times, keep the work area, including storage areas, free of safety hazards and accumulations of waste materials.
- c. The Contractor will comply with NFWA 241, Standard for Safeguarding Building Construction and Demolition Operations and all OSHA regulations.
- d. The Contractor will perform the following:
  - 1) Clean up his work area at the end of each workday.
  - 2) Work in a safe manner and take all the proper precautions while performing his work; extra precautions around persons occupying the building during construction.

- 3) Make safety inspections.
- 4) Provide proper protection for his employees.
- 5) Post appropriate signs in specific hazardous areas.
- 6) Secure windows and access door to roofs to eliminate the possibility of patients jumping through windows or from roof.
- 7) Adhere to Specification Section 010000 General Requirements.

**5. REFERENCES:**

JCAHO Comprehensive Accreditation Manuals  
NFPA Standards  
OSHA Regulations.

**6. RESCISSION:**

SOP 138-62HV, Housekeeping / Safety on Construction Projects, dated April 13, 2009.

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